



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 12451.3A  
HRH  
26 Apr 00

MARINE CORPS ORDER 12451.3A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: TIME-OFF INCENTIVE AWARDS

Ref: (a) FPM Letter 451-10, Feb 3, 1993  
(b) OFFCPM Message 181300Z Feb 93  
(c) MCO 12630.2

Encl: (1) Time-Off Awards Scale for a Single Contribution  
(2) Time-Off Award (NAVMC HQ 859)

1. Purpose. To establish procedures for granting time off from duty as an incentive award for civilian employees at Headquarters Marine Corps (HQMC); Headquarters Battalion, Henderson Hall; Marine Barracks, 8<sup>th</sup> and I Streets, Washington, DC; and Direct Reporting Program Manager, AAVV.

2. Cancellation. MCO 12451.3.

3. Background. The Federal Employees Pay Comparability Act of 1990, Public Law 101-509, provides Federal agencies authority to grant time off from duty without loss of pay or charge to leave, as an incentive award. These awards represent another option available to managers for recognizing excellence in employee performance and service; they are not intended to replace other awards. References (a) and (b) provide policy and procedures for implementing this program.

4. Authority to Approve. Time-off award recommendations will be reviewed and approved by the heads of staff agencies and serviced commands. Authority to review and approve time-off awards may be delegated as appropriate within each staff agency or serviced commands.

5. Eligibility Criteria. A time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort which has contributed to the quality, efficiency, or economy of Government operations. This award may not be used for group dismissals, for the purpose of granting all or part of a day as a holiday, or to extend a legally designated holiday.

6. Limitations on Time-Off Awards

a. The total amount of time off which may be granted to an employee during one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

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b. Time-off awards will be approved in accordance with the criteria outlined in enclosure (1). The maximum amount of time off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. The use of a time-off award is subject to scheduling and supervisory approval in accordance with reference (c). Time off granted as an award must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee. Time-off awards should be scheduled and used so as not to adversely affect an employee who is in an annual leave "use or lose" situation. Should an employee become physically incapacitated during a period of time off granted as an award, sick leave may be granted for the period of incapacitation.

d. A time-off award does not convert to cash under any circumstances.

e. A time-off award cannot be transferred when an employee transfers to another DOD component or outside DOD. To avoid the loss of the time off, the employee should be allowed to use the incentive prior to the transfer. The time-off award may be transferred within DON.

#### 7. Documentation and Recordkeeping

a. All time-off awards must be supported by appropriate written justification which shall include a description of the reason for granting the award. To document nominations and approvals use enclosure (2). NAVMC HQ 859 is available in the Marine Corps Electronic Forms System (MCEFS) utilizing "FormFlow" software.

b. Usage of the time-off award shall be reported through time and attendance reporting procedures and separately identified from other types of leave. Timekeepers will record the usage as code "LY" on time cards and in remarks section write "Time-Off Award." Employees will be notified of earnings, usages, forfeitures, and available balances via the leave and earnings statement.

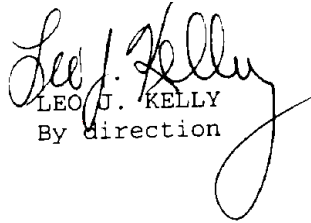
#### 8. Action

a. Staff agencies and serviced commands will electronically enter approved time-off awards via the Modern Defense Civilian Personnel Data System (MDCPDS) and coordinate the actions directly to the Human Resources Servicing Center-East (HRSC-E) for processing.

b. Managers and supervisors will retain the approved NAVMC HQ 859 for a period of 3 years upon which time they can be destroyed.

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c. HRHA2 will provide assistance to staff agencies and serviced commands as required to implement the Time-Off Incentive Award Program.

  
LEO J. KELLY  
By direction

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TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

<u>Value to Organization</u>	<u>Number of Hours</u>
<b>Moderate:</b>  A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.  Beneficial change or modification of operating principles or procedures.	1 to 10
<b>Substantial:</b>  An important contribution to the value of a product, activity, program or service to the public.  Significant change or modification of operating principles or procedures.	11 to 20
<b>High:</b>  A highly significant contribution to the value of a product, activity program, or service to the public.  Complete revision of operating principles or procedures, with considerable impact.	21 to 30
<b>Exceptional:</b>  A superior contribution to the quality of a critical product, activity program, or service to the public.  Initiation of a new principle or major procedure, with significant impact.	31 to 40

ENCLOSURE (1)

TIME- OFF AWARD (12451) NAVMC HQ 859 (8-93) (EF)		
NAME OF Awardee (Last, First, and MI)		EMPLOYEE SSN:
NOMINATION DATE:	ORGANIZATION	
NUMBER OF HOURS RECOMMENDED:	TIME-OFF AWARD MUST BE USED BY: not later than 1 year after date of approval.	
REASON FOR AWARD (Summary statement explaining how the employee met one or more of the criteria for a time-off award.)		
<div>SAMPLE</div>		
AWARD SELECTION: <input type="checkbox"/> 1 WORKDAY OR LESS <input type="checkbox"/> MORE THAN 1 WORKDAY		NUMBER OF HOURS AWARDED:
SIGNATURE/TITLE OF SUPERVISOR:		DATE:
SIGNATURE OF APPROVING OFFICIAL:		DATE: